

BETA Sphere FBT

Vehicle FBT Management System Lite Version 1.0 User Manual (For Basic and Advanced Users)

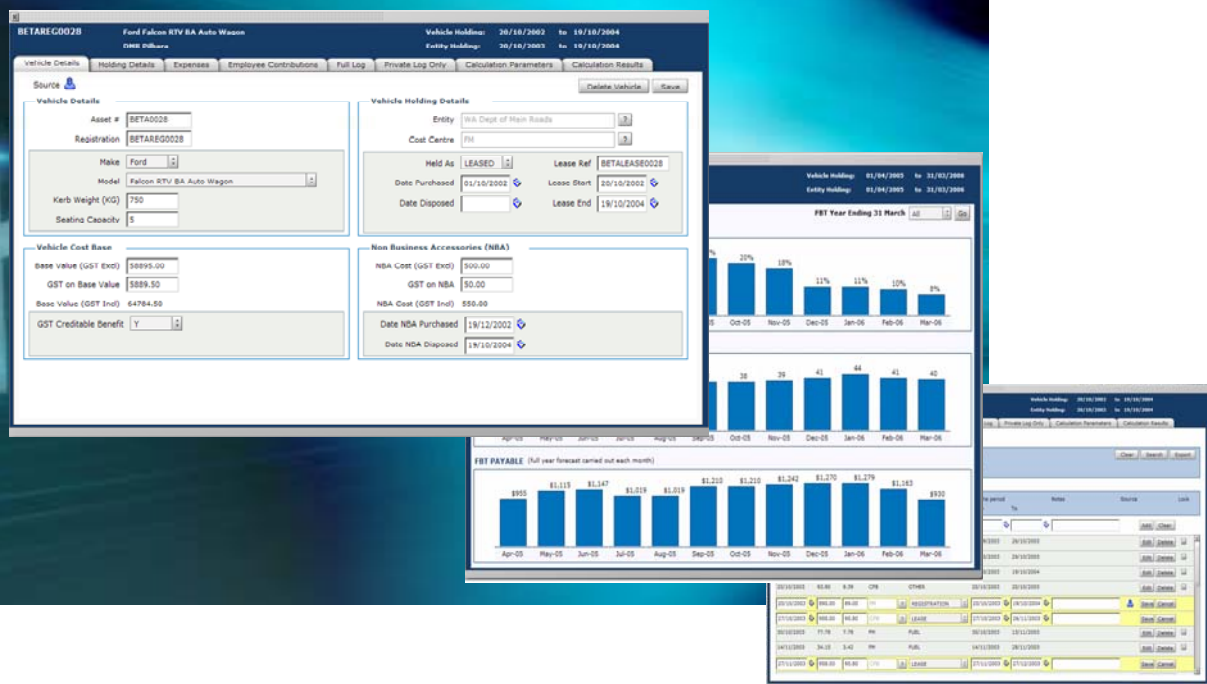


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1. Introduction

This document sets out the detailed processes that are to be followed by FBT users in processing vehicle log summaries, vehicle expenses, employee contributions, setting up calculation parameters, running entity calculations and final FBT reports in the Fleetscape FBT Module using the BetaSphere Lite version. It includes hints, warnings and examples in a practical way to ensure that the system is used correctly and efficiently.

2. Scope

2.1 Assumptions

The accuracy with which the BetaSphere FBT Module can operate will depend on how well the following assumptions hold:

- Clients will provide the minimum amount of data to QFleet through the system to enable QFleet to calculate and forecast FBT liabilities and there by help to better manage and minimise tax liabilities.
- The data collected through the BetaSphere FBT Module is for the purpose of FBT calculations. The data entered by the clients is representative of the data actually held by the client and if required can be substantiated by the client using their own records, whether in electronic or paper form. It is these records held by the client that are the legal source of such data held in QFleet systems.
- Clients will advise QFleet immediately of any vehicle transfers between clients/areas.
- Clients will ensure the integrity of driver details and cost centre details (if applicable) entered into BetaSphere FBT Module.
- Missing or incomplete log records will default to private KM. (explained in detail later).

2.2 Exclusions

BetaSphere FBT module is not to be used for the following;

- Substitution of Manual Log Book - BetaSphere is NOT to be used as a substitute for manual logbooks which must be kept if the operating cost methodology is to be adopted.
- QFleet Vehicle Hire Service (VHS) vehicles - including mini-lease vehicles. These vehicles are typically used by several clients for short periods of time in a single FBT period and collating and maintaining logbooks across clients would not prove practical. This is done outside of the BetaSphere FBT module.
- AVIS vehicles arranged through QFleet – Only the statutory method will be used for the same reason as that stated for VHS vehicles above. Again, this is done outside of the BetaSphere FBT Module.

2.3 Conventions Used



We use this symbol and this font to highlight usage hints that should enhance your user experience! Failure to adhere to these does not affect the outcomes of the system, only the usability.



We use this symbol and this font to highlight areas that you especially need to be aware of, in order that the system is used correctly! Failure to adhere to these will cause misleading and/or incorrect outcomes of the system.

3. Process Description

3.1 Accessibility

Users will require the following on their computers to access and run BetaSphere FBT Lite:

- An internet connection (high-speed broadband is recommended);
- An internet browser (Microsoft Internet Explorer is recommended);

Only When Using the Full BetaSphere FBT System

Note: Many organisations already have Microsoft Internet Explorer and Adobe Shockwave Player (version 8 or 9) included in their SOE (Standard Operating Environment). Check with your systems administrators if you are unsure.

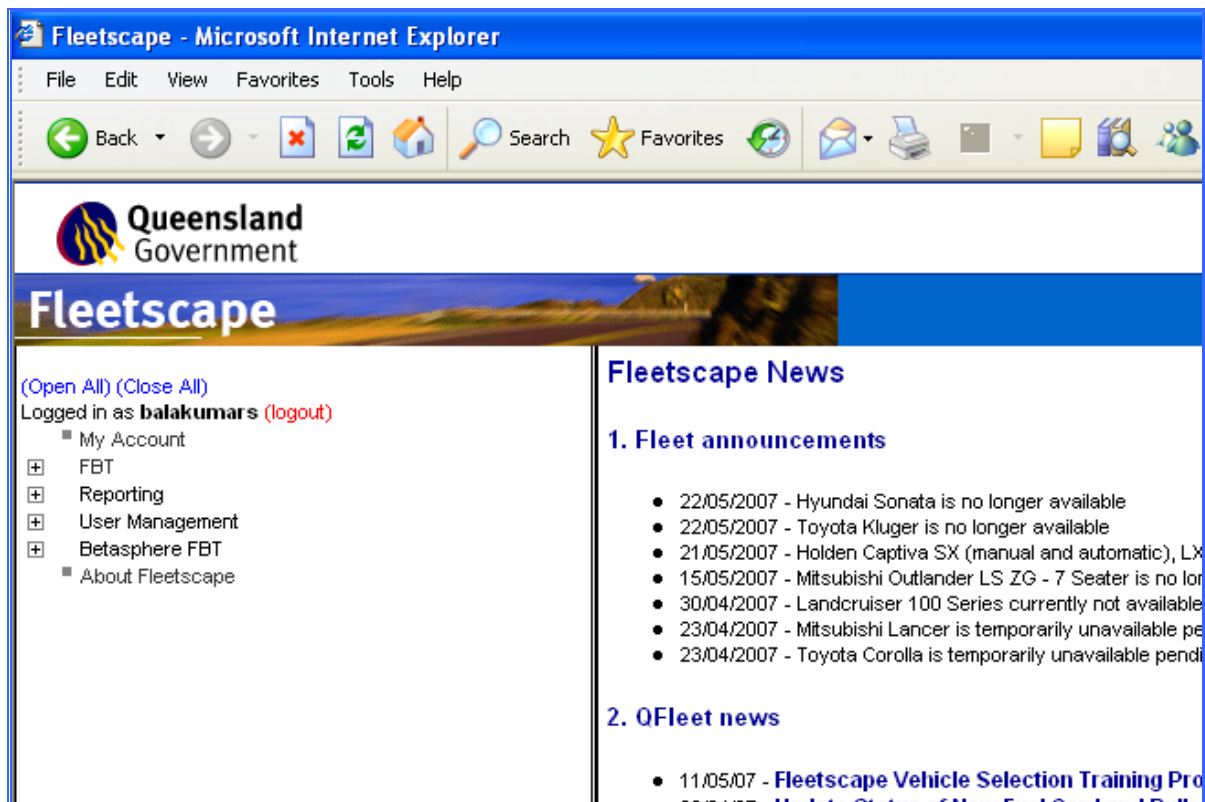


BETASphere FBT is a rich internet application, meaning that it brings to the user over the web many of the functionalities and features that are generally only delivered via applications installed on the users machine. This rich functionality does bring with it a higher demand for your PCs' processing power. Thus it may take a few seconds to first load up your vehicles, but once loaded, you are up and away with all the user-friendly functionality at your finger tips!

As a general rule, try to minimise the number of applications you are running when using BETASphere FBT, as this should result in a smoother, more responsive user experience.

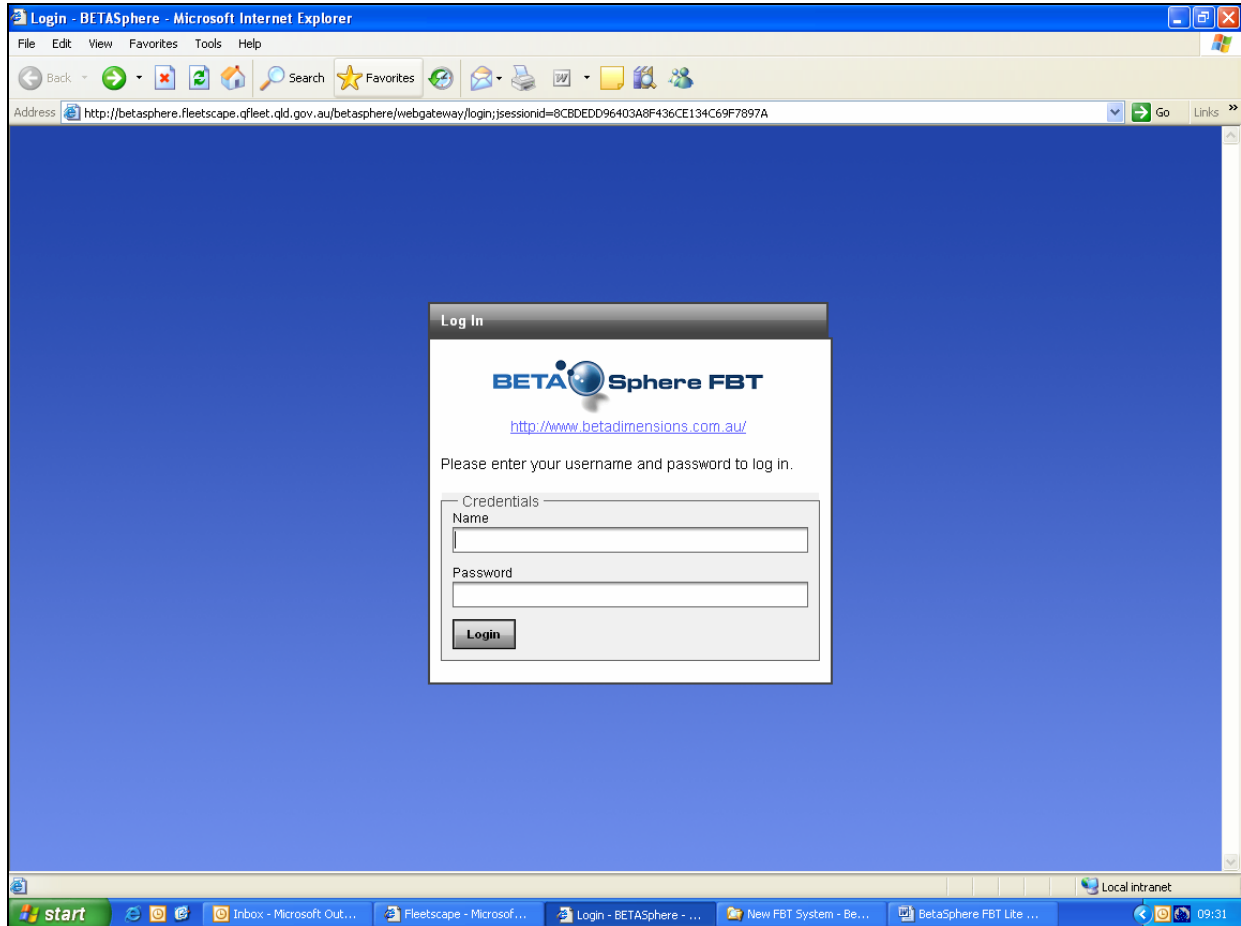
3.2 Accessing BetaSphere FBT Module

- Open the QFleet website by using <http://www.hpw.qld.gov.au/Vehicles/VehiclesForGovt/VehicleLeasing/Pages/QFleetLogins.aspx>
- Click on “Log in to Fleetscape” to open the Fleetscape website.
- You will now see the Fleetscape “log in” screen appearing on the top left hand side within the Fleetscape site.
- Enter your user name and password and “Logon”.
- Once you logon, you will be on the main Fleetscape screen as shown below.



- On the top left hand side, you will see one of the Fleetscape modules named “BetaSphere FBT”. Click on the “+” on the left of this module to view the menu options within BetaSphere FBT.
- The three menu options available are;
 1. Car FBT
 2. Car FBT Reporting
 3. BetaSphere Lite

- The menu option you will be using to process Log Summary Entries will be the third menu option namely the “BetaSphere Lite”.



- Click on “BetaSphere Lite” and the BetaSphere log in screen will appear. Once the BetaSphere FBT log in screen appears, enter your user name and password which will be the same as your Fleetscape user name and password and “Login”.

3.3 Accessing the “Private Log Only” Tab to process Log Summaries

- Once you hit the “Login” key, you will see the Main Search screen.

BETA Sphere FBT

Main Search Entity Calcs Add new Vehicle Rep

Main Search

Search Criteria

Entity Asset Rego Agreement Reference Current Year Ending Held As

[Export this report.](#)

Search Results

Owning / Leasing entity	Asset	Rego	Agreement	Description	Reference	Cost Centre	Held As	Date from	Date to	Last Log	Last Financial
Govt Queensland Health - Logan-Beaudesert District Health Service	454598	QGDA61	454598	HYUNDAI I 30 SX	454598		OWNED	05/05/2009	04/05/2012	31/07/2009	01/05/2009

- From here, you can search for vehicles using the search criteria at the top of the screen. Enter any search criteria and then hit [Search]. To bring up an existing vehicle with in your entity, enter the Rego# and hit the “search” key. Please note that the Rego# number should be in **upper case**. Eg: QGF04 and not qgf04.

Where a vehicle has been held by more than one entity, more than one reference number will appear for that vehicle. Click on the reference number for the specific holding that you wish to view and process log entries.

- Once you have selected your vehicle and the correct entity holding by clicking on the reference number in the Search Results, the “Vehicle Details” screen will appear. To process log entries, click on “Private Log Only” tab.

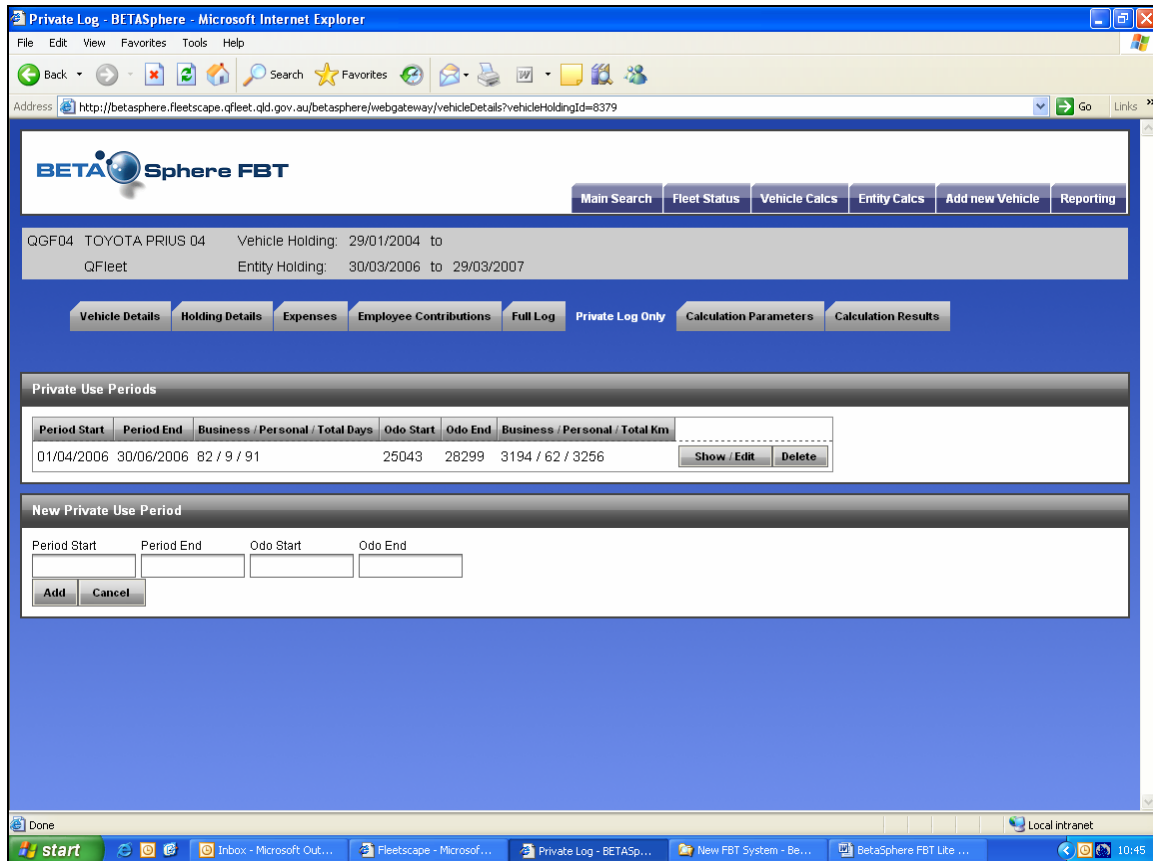
Note: if the selected vehicle does not come up on the screen, it means one of the following,

- The vehicle might be allocated to a different client code other than the one that you have access to.
- If the vehicle is new, it might not have been set up in the system yet.

Please contact one of the QFleet FBT contact officers or your Corporate Taxation Office to confirm the status of the missing vehicle.

You can also search for all the vehicles held within your entity by clicking on the “?” next to the “Entity” and specifying the search criteria “Current” - YES and “Year Ending” to the particular FBT year you wish to search. This search function will list all your vehicles active during the chosen FBT year.

More details on the Private Log Tab



- At the top of the "Private Log Only" screen, above all the tabs, is displayed the following vehicle information
 - Vehicle Registration Number;
 - Vehicle Make and Model;
 - Vehicle Holding Period;
 - o Where the vehicle is owned, this is from the date purchased to the date sold;
 - Where the vehicle is yet to be sold, the end date is left blank;
 - o Where the vehicle is leased, this is from the lease start to the lease end date (unlike the date sold, the lease end date will always be known).
 - Client Name;
 - o A vehicle may be held by more than one sub-entity. The client name shown at the header relates to the holding period that is currently being viewed.
 - Entity Holding Period;

- o A vehicle may be held by more than one sub-entity. The entity holding period shown at the header relates to the holding period that is currently being viewed.



Always check the Client Name and Entity Holding Period at the top of the tabs as this easily identifies which holding you are currently viewing.

The Private Log Only tab allows the user to simply enter the opening and closing odometer readings for a vehicle for a period, and thereafter only single out the private usage of that vehicle made during the period.



Using the BetaSphere FBT system is no substitute for keeping proper records to substantiate business usage and annualised kilometres as prescribed by the Australian Taxation Office!

Use this tab to add, view, modify and delete summaries of private usage of a vehicle.

Processing Log Entries in the “Private Log Only” Tab

- The first step to using the Private Log Only tab is to create a period.
- Proceed to enter the opening and closing dates and the opening and closing odometer readings for that period in the “New Private Use Period” section and click on [Add]. The entry is automatically saved in the system.
- A yellow bar appears at the top with the message, “Your changes have been saved”. You should also see the period that was added in the “Private Use Periods” table once you refresh the screen by clicking on the Private Log Only tab again.
- If the usage of the vehicle is wholly for business purposes for that period, then you need not go any further with the entry you have processed as the total kilometres will be allocated to business at this point.
- However to enter the private log entries, click on the “Show/Edit” for the period you wish to enter the private log details.
- You can now proceed to summarise the private usage of the vehicle for the period being reported on.
- Enter the details of the driver. The driver must be one of those listed in the Driver Management Module.

To choose a driver name from the database, type the first few letters of the surname, click the box “Perform External Search” and hit the “Search Drivers” key below. This will bring up a list of all employees with the same/similar surname. The “external search” looks for the driver in the employee database held within Fleetscape. Select the driver from the list and Hit “Use this Driver”.

Note: You will need to perform an external search only for the first time to bring a driver name in to the BetaSphere system. If the same driver has private usage on any vehicle there after, simply type in the surname and click on the “Search Drivers” key and you will be able to bring up that driver because now this driver is saved within the BetaSphere database.

If this deep search also does not bring up the driver, it means that the driver does not exist in the data base and prior to processing the private log entry; this driver will need to be added on to the driver database. Please contact your authorised officer in the Corporate Taxation Office.

The screenshot displays the BetaSphere FBT Lite web application. At the top, there's a navigation bar with buttons: Main Search, Fleet Status, Vehicle Calcs, Entity Calcs, Add new Vehicle, and Reporting. Below this, a yellow banner states "New private entry added successfully." The main content area shows vehicle details for "QGF04 TOYOTA PRIUS 04" with holding dates from 29/01/2004 to 29/03/2007. A secondary row shows "QFleet" with holding dates from 30/03/2006 to 29/03/2007. Below this is a tabbed interface with tabs: Vehicle Details, Holding Details, Expenses, Employee Contributions, Full Log, Private Log Only (selected), Calculation Parameters, and Calculation Results. The "Private Log Only" tab is active, showing "Private Use Period Details" with fields for Period Start (01/07/2006), Period End (31/12/2006), Odo Start (26299), and Odo End (40000). Below this is a "Private Log Entries" table with columns: Driver, Cost Centre, Private Days, Private Km, and Notes. The table contains one entry for "SCOTT CARROLL (5000573)" with 5 private days and 100 private km, noted as "Testing Log Entry". At the bottom, there's a "New Private Log Entry" form with fields for Employee, Cost Center Code, Private Days, Private Km, and Notes, with a "Save" button.

- You can independently record the days and KM private usage. Hit "Save" key to save the record.
- If more than one driver had private use on the vehicle, repeat the same process.
- If you need to amend the driver record, hit the "Edit" key on the right and hit "save" once changes are made.
- To delete the entire log entry simply hit the "Delete" key on the left hand side. If you make any changes to the entry (Period Start, Period End, Odo Start, Odo End) , hit the "Save" key to save changes.



At this point, you really should know which calculation method and allocation method (as will be shown on the calculation parameters tab) is being used in the FBT calculations for this vehicle for the given FBT year, as you may not need to record both days and KM. Your corporate taxation office will need to advise you on the private usage that needs to be recorded. We recommend that you record both the days and the KM. The following matrix should assist in this:

Calculation Method	Allocation Method	Override Business %	Private KM required?	Private Days required?
Operating	KM	No	Yes	No
Operating	Days	No	Yes	Yes
Statutory	KM	No	Yes	Yes
Statutory	Days	No	No	Yes
Cheapest	KM	No	Yes	Yes
Cheapest	Days	No	Yes	Yes
Operating	KM	Yes	Yes	No
Operating	Days	Yes	No	Yes
Statutory	KM	Yes	Yes	Yes
Statutory	Days	Yes	No	Yes
Cheapest	KM	Yes	Yes	Yes
Cheapest	Days	Yes	No	Yes

Override business percentage YES means that an override percentage has been placed into either the [Override Calculated Business %] field or the [12-week Business % (if not held in system)] field on the calculation parameters tab.

- Bear in mind however that if you do not record both days and KM, then you will be unable to try calculations under both allocation methods at the end of the FBT year. If you have any doubts, it is better to record both private days and private KM.
- As with the expenses tab, individual period may be locked down by the advanced users to prevent any changes to the record. Locking the period not only locks the period header details, but also locks all records of private usage associated with that header.



Using the BETASphere FBT system is no substitute for keeping proper records to substantiate business usage and annualised kilometres as prescribed by the Australian Taxation Office!

3.4 Vehicle Details Tab

Use this tab to manage the general details of the vehicle. This includes vehicle identification (asset number, registration number), financial details of acquisition of both the vehicle and any associated non-business accessories (NBA's) and ownership details.

The data entered into this tab is then used to validate data entered into all other tabs. For example, the purchase date of the vehicle entered in this tab, will then be used to ensure that no expenses or logbook entries are entered that are before this purchase date.

Special attention is drawn to the following:

- The asset number is the best way to track individual vehicles, as rego numbers could change during the life of a vehicle.
- Kerb weight and seating capacity values do not affect the calculations in their own right; rather the values are carried across to the Calculation Parameters tab to assist in the determination of whether the vehicle is classed as a car for FBT purposes, and hence whether the vehicle attracts an exemption from FBT on that basis.
- Enter values into fields as required for vehicles owned by the clients. Hit [Save] when done; this will then trigger the validation of all values entered. If any errors or warnings exist, the system will provide an alert and ask for further direction. If no errors exist, the vehicle details will be saved.

- [Delete Vehicle] will remove the vehicle from the worklist for vehicles owned by the clients. Only use this if you wish to completely remove the vehicle, as once done there is no facility within the system itself to reinstate the vehicle.

(Note: values can be added or deleted only to client's own vehicles. All QFleet vehicle details are automatically migrated across from the Fleet System).



Caution: After initial creation of the vehicle, be **VERY CAREFUL** when changing the vehicles' holding dates (ie. the purchase and sale dates, and the lease start and end dates on the Vehicle Details tab). These dates are used to validate expenses, contributions and log records that are made against this vehicle. If you do have to change these dates, ensure you then go back and re-validate entries that may have been caused to error as a result of this change. Whilst BETASphere FBT validates all entries on the way into the system, it does not then constantly re-validate these entries each time a vehicles' details are changed.

3.5 Holding Period Tab

BETA Sphere FBT

Main Search Entity Calc Add new Vehicle Reporting

QG04 TOYOTA PRIUS 04 Vehicle Holding: 29/01/2004 to

QFleet VHS Entity Holding: 19/03/2008 to 18/01/2009

Vehicle Details **Holding Details** Expenses Employee Contributions Private Log Only Calculation Parameters Calculation Results

Holding Details

Known Holding Entities

Entity	Cost Centre	Reference	Held From	Held To
G/C2/DPW/DDG/QF/*		407024	30/03/2006	29/03/2007
G/C2/DPW/DDG/QF/HIRESERV		444537	19/03/2008	18/01/2009
G/C2/DPW/DDG/QF/HIRESERV		429082	19/04/2007	18/03/2008
G/C2/DPW/DDG/QF/*		426965	30/03/2007	18/04/2007

Add a new Holding Entity

Entity Cost Centre Reference Held From Held To

Add Holding Details

- o The default entry is for the entity shown in the Vehicle Details tab to be the only holder of the vehicle for the duration of the holding period;
- o A calculation will be performed for each sub-entity listed;
- o These Individual calculations roll up to provide the same results as if the calculation was done on the one holding entity only.

Special attention is drawn to the following:

- A default entry is made in the Holding Details tab which assumes that the vehicle is being held only by the entity that is detailed in the Vehicle Details tab.
Essentially, splitting the holding of the vehicle up using this tab will have the following implications:
- Whenever a calculation is run for that vehicle, separate calculation results will be generated for each entity that held the vehicle. These calculation results will add up to the same value as if the calculation was performed on the ultimate holding entity alone (ie. had the vehicle not been split up). This in itself allows the final FBT liabilities to be split up between individual holders of the vehicle (for example, different branches of the same business);
- A finer level of security can be achieved. That is, if the Finance Department and the Marketing Department both held the vehicle at some point in the FBT year (though not at the same time), then Finance Department users will not be able to see or manage transactions, such as log entries and financials, which belong to the Marketing Department, and vice versa. This could be particularly valuable in securing data that may be considered commercially sensitive, such as employee contributions.

3.6 Expenses Tab

BETA Sphere FBT

Main Search Entity Calcs Add new Vehicle Reporting

QGF04 TOYOTA PRIUS 04 Vehicle Holding: 29/01/2004 to
QFleet VHS Entity Holding: 19/03/2008 to 18/01/2009

Vehicle Details Holding Details **Expenses** Employee Contributions Private Log Only Calculation Parameters Calculation Results

Expenses

Search Criteria

Expenses From To Category Source Locked

Search

Search results

Tx. Date	Ex. GST	GST	Inc. GST	Period From	To	Category	Source	Notes	Locked?
13/04/2008	\$34.29	\$3.43	\$37.72	01/04/2007	31/03/2008	OTHER	QFleet	MassAllocation FM	Lock Edit Delete
13/04/2008	\$180.34	\$18.03	\$198.37	30/09/2007	31/03/2008	INSURANCE	QFleet	MassAllocation Insurance	Lock Edit Delete
02/01/2008	\$38.10	\$0.00	\$38.10	28/01/2008	28/01/2009	REGISTRATION	QFLEET	CTP Cars and Station Wagons	Lock Edit Delete
02/01/2008	\$225.36	\$22.54	\$247.90	28/01/2008	28/01/2009	REGISTRATION	QFLEET	CTP Cars and Station Wagons	Lock Edit Delete
02/01/2008	\$251.00	\$0.00	\$251.00	28/01/2008	28/01/2009	REGISTRATION	QFLEET	null	Lock Edit Delete

Add New Expense

Transaction Date Amount GST Expenses From To Cost Centre Category Notes

Add Expense

Use this tab to add, view, modify and delete expenses incurred in the running of the vehicle. These expenses are taken into account when calculating the amount of the car benefit provided by an employer to an employee, where that benefit is calculated using the Operating Cost method.

Some of the key features of this tab:

- At the top of the search results section (ie. just beneath the search results header) is a constant record entry row for the creation of new records. This row is displayed regardless of whether a search has been carried out or not, and is always positioned as the first row in the search results section;
- To process expenses, enter the date and the cost excluding GST and the GST amount. Choose the category from the drop down. The "period from" and "period to" will be populated from the date that you have already entered in the first "date" box. You can add notes to the expense processed. Hit the "Add Expenses" key and your entry will be saved in the system

Further explanation on processing expenses for a period

- The ability to enter the period to which the expense relates. Having this means that the expense itself is allocated as accurately as possible to the period during which the expense was incurred;



If a registration payment is made on the 15th December 2005, covering the period 1st January 2006 to 31st December 2006, then enter as follows:

- Date: 15th December 2005
- For the Period From: 1st January 2006
- For the Period To: 31st December 2006.

- An automatic split of an expense between two FBT years if the period of the expense spans FBT years (so no manual calculations are required by you. You simply enter the total amount of the expense and the total period that it covers, and BETASphere FBT takes care of allocating this expense out between more than one FBT year if required);



Continuing the example above, BETASphere FBT will automatically apportion the registration costs to the following periods:

- For the period 1st January 2006 to 31st March 2006. This amount is then used in the FBT Year Ending 31st March 2006 calculations.
 - For the period 1st April 2006 to 31st December 2006. . This amount is then used in the FBT Year Ending 31st March 2007 calculations.
- An automatic split of an expense between two sub-entities if the period of the expense cuts across two different holdings of the vehicle.



If the vehicle was held from 1st April 2006 to 30th September 2006 by entity A, and then It was passed to entity B for the rest of the FBT year, then continuing the example above, BETASphere FBT will have already calculated how much of the registration expense belongs in the FBT year ending 31st March 2007. It then automatically apportions that part of the cost to the appropriate entities:

- For the period 1st April 2006 to 30th September 2006 to entity A.
- For the period 1st October 2006 to 31st December 2006 (the end date of the expense) to entity B.



Use the Source search criteria to identify transactions entered by users or transactions brought in via integration with another system.

- In the search results section, at the far right of each record is a tick box used to lock the record down. Advanced users have the ability to lock individual transactions down which has the effect of making the record a read-only to the basic users of the system. This then means that once the record has been locked, it can neither be deleted nor edited. Advanced users have the ability to unlock the record if required.



Use the Fleet Status Report to lock many transactions down in one go. (Yet to come in BeatSphere Lite version)

3.7 Employee Contributions Tab

The screenshot displays the BetaSphere FBT Lite application window. At the top, the logo 'BETA Sphere FBT' is visible. Below it, a navigation bar contains buttons for 'Main Search', 'Entity Calcs', 'Add new Vehicle', and 'Reporting'. The main content area shows a summary for 'QGF04 TOYOTA PRIUS 04' with 'Vehicle Holding: 29/01/2004 to' and 'QFleet VHS' with 'Entity Holding: 19/03/2008 to 18/01/2009'. A tabbed interface below this summary has tabs for 'Vehicle Details', 'Holding Details', 'Expenses', 'Employee Contributions' (which is selected), 'Private Log Only', 'Calculation Parameters', and 'Calculation Results'. The 'Employee Contributions' tab contains a 'Search Criteria' section with fields for 'Contributions From', 'To', 'Narrow to' (set to 'All contributing employees'), 'Source' (set to 'Any'), and 'Locked' (set to 'Any'). A 'Search' button is below these fields. Below the search section is an 'Add New Contribution' section with fields for 'Transaction Date', 'Amount', 'GST', 'Cost Centre', and 'Driver Name'. There is a checkbox for 'Perform Extended Driver Search' and a 'Notes' text area. A 'Search Drivers' button is at the bottom left of this section. The Windows taskbar at the bottom shows the Start button and several open applications including Microsoft Office and Internet Explorer.

Use this tab to add, view, modify and delete employee contributions made towards the running costs of the vehicle. These employee contributions are taken into account when calculating the amount of the car benefit provided by an employer to an employee.

Some of the key features of this tab:

- Only those employees who have actually made a contribution against this vehicle will appear in the drop-down list in the search criteria.
- GST inclusive and GST exclusive contributions;
- Validation of employees, so that only valid employees may record a contribution (this saves time in data cleansing at the end of the FBT year as all entries are validated at the time of entry)

As with the expenses tab, a constant record entry row for the creation of new records will be shown above the search results section of the screen.

Proceed to enter the details of the driver. The driver must be one of those listed in the Driver Management Module.

Follow the same process as in "Private Log Only" tab to select driver and process contributions against that driver.

3.8 Calculation Parameters Tab

Address: <http://betasphere.fleet.qld.gov.au/betasphere/webgateway/calcParms>

BETA Sphere FBT

Main Search Entity Calcs Add new Vehicle Reporting

QGF04 TOYOTA PRIUS 04 Vehicle Holding: 29/01/2004 to
QFleet VHS Entity Holding: 19/03/2008 to 18/01/2009

Vehicle Details Holding Details Expenses Employee Contributions Private Log Only **Calculation Parameters** Calculation Results

Calculation Parameters

Search Criteria
Show for Year Ending
2008
Search

Calculation parameters for the year ending 2008

Eligible for FBT Exemption?	Allocation Method	Calculation Method	Override calculated business %	New Business %
No	Kilometres	Cheapest	No	

Kerb Weight (kg): 1725

Seating capacity: 5

Notes
Status for Y/E 31 Mar 07 per CAS FBT system. Calc

12 Week logbook?	12 Week start date	Logbook held in system?	12 Wk business %
No		No	

Save

Use this tab to add, view, modify and delete parameters to be used in the calculation of vehicle FBT liabilities. These parameters are set on a per vehicle per year basis, allowing different calculations and allocations to be carried out in different FBT years.

The calculation parameters tab lies at the heart of BETASphere FBT, as parameters set here will have significant effects on the resulting calculations. This tab offers a good level of flexibility to the user, but this flexibility must be carefully managed.

- To begin, first select an FBT Year Ending from the drop-down field then click [Find];
- The results then displayed will depend on whether the vehicle;
 - o Is new and has no values at all for any years in the calculation parameters, in which case all fields show their default value (with the allocation and calculation methods being blank);
 - o Has had parameter values set for a year prior to the FBT Year Ending selected, in which case the values of the most recent Year Ending that has been completed by the user for that vehicle are then displayed;
 - o Has had parameter values set for the Year Ending being searched for, in which case the values are as were previously saved by the user.



To quickly and easily carry forward the same calculation parameters from one year to the next, select the subsequent FBT year, at which point if no parameters have yet been set for that year, the prior years values are brought forward. Then simply hit save. This will then save the prior years' parameters into the current year.



The kerb weight and seating capacity as entered in the vehicle details tab are brought across to the calculation parameters tab to allow ready application of the "9-passenger one-tonne" rule in determining whether or not the vehicle is classed as a car for FBT purposes.

- If the CHEAPEST calculation method is selected, BETASphere FBT will calculate the FBT liability under both the operating cost method and the statutory formula method, and then use the cheaper of the two in the calculations results.



"CHEAPEST" should only be selected if sufficient information (ie. both private days and private KM) are being captured for calculations under both the operating cost and statutory formula method to be correctly carried out. For example, if private days are not tracked nor recorded, then the statutory formula method will return a zero liability.

You must ensure that sufficient information is being captured for the calculation method selected!



Take extra care when vehicles are moved between sub-entities. It is possible that the first entity records only private KM, whilst the second entity records only private days. In this instance, sufficient data is not collected to calculate under any of the calculation methods. The sub-entities must coordinate their activities such that the collection of data is consistent across the sub-entities that held the vehicle in any given FBT year.

As stated above, you must ensure that sufficient information is being captured for the calculation method selected! This check must be carried out for all sub-entities that held a vehicle in a particular FBT year.



In addition, ensure that sufficient data is being captured for the allocation method selected. For example, if the first and second entities wish to allocate out the FBT liability on the basis of private KM and private days respectively, and they only record private usage in the units chosen for the allocation, then the prevailing allocation methodology chosen at the time that the calculation is run will mean that one of the sub-entities will not have any units with which to allocate out the liability.



If you are a sub-entity and you are not the first person to receive the vehicle in any given FBT year, then ensure that you first check the Calculation Parameters for that vehicle to see what policies and business processes the previous sub-entity had in place for managing the calculations. This will generally determine which policies and business processes you will be required to follow for that vehicle for the remainder of the FBT year.



If you are not the first sub-entity to receive a vehicle in any given FBT year, then before changing any of the calculation parameters, first consider the impact these changes would

have to the calculation results of the sub-entity who held the vehicle before you. If you still wish to make the change, then you are advised to coordinate this change with the sub-entity who held the vehicle before you to ensure that sufficient data is captured by that first sub-entity for the calculations to be performed under the new calculation parameters that you wish to set.



It is possible that if the calculation method selected is "cheapest", that one sub-entity may end up with the Operating Cost Method as the cheapest method, whilst the other entity may end up with the Statutory Formula Method as the cheapest method. This is not an acceptable position for reporting to the tax office, as the vehicle is deemed to have been held by the one provider, thus the vehicle should only be calculated using the one method, not a combination of the two. In this case, the two sub-entities will need to coordinate their efforts and opt for either the Operating Cost Method or the Statutory Formula method. Once the decision has been made, the calculation method field in the Calculation Parameters tab should be set **away** from Cheapest and **set to the chosen calculation methodology (being either Operating or Statutory)**. Once this is done, the calculations for that vehicle will need to be run again. The results for both sub-entities will then show the same, chosen calculation methodology and corresponding results.

- You may choose to override the systems' calculation of the business percentage if you have good reason to (for example, you have evidence or data outside of the system that contributes to the calculation of the business percentage, rendering the systems' calculation obsolete). To do this, select Yes in the field [Override Calculated Business %], and then proceed to enter a value in the [Business %] field. The system will then use this business percentage when calculating the liability using the operating cost method.
- BETASphere FBT offers full support for 12-week logbooks. If you do keep a 12-week logbook, then proceed to enter the details in the 12-week logbook section at the bottom of the screen. If you have a 12-week logbook that is not in the system, you may instead choose to hard-key the percentage into the field [12-week business % (if not held in system)].
- The order of precedence when calculating the business percentage is as follows:
 - o First precedence. If **[Override Calculated Business %]** has been set to YES, then the system will use the business percentage supplied in the field **[Business %]**
 - o Else, if **[12-week logbook held in system]** is set to NO, then the system will use the business percentage supplied in the field **[12-week Business % (if not held in system)]**
 - o Else the system will calculate the business percentage using all trip data and their associated business/private classifications submitted for that FBT year.



The use of a 12-week logbook for the purposes of calculating the business percentage does not preclude the allocation of liability between drivers to be based on a full years' private usage analysis. To do this, enter your 12-week logbook details into the calculation parameters tab, then in the private usage only tab record all private usage of all drivers for the entire FBT year. BETASphere will then determine the business percentage with reference only to the 12-week dates nominated, but will then proceed to allocate out the liability taking into account all private usage made in the FBT year.



Remember that it is possible for a vehicle to be held by more than one sub-entity in any given FBT year. Calculation parameters are set **AT THE VEHICLE LEVEL**, meaning that only one set of parameters may be applied to a vehicle for any given FBT year. If both

entity A and entity B held the vehicle, and both have access to set the calculation parameters for the vehicle, then the latest set of parameters saved will be the ones used for the calculations.

4. Entity Calculations tab

BetaSphere FBT system comes with a comprehensive suite of reports to streamline tax reporting and to provide decision-support.

Before running end of year calculations, it is good practice to “lock” all data to ensure you have a stable base on which to perform your calculations. Contact your Corporate Taxation Unit to request a bulk lock down of all of your entity’s data for the current FBT Year.

Currently QFleet will perform bulk locking at the request of clients.

- From the menu on the top, right of the screen, select the “Entity Calcs” tab.

- The following screen will appear. Search for your Entity or area of responsibility by clicking the question mark to the left of the blank “Entity” field.

- This will take you to a new screen with the entity code listed at the top. You may select the whole entity or any sub entities to perform the calculations

Select an entity

Use G/C2/DPW/DDG/QF/HIRESERV

- [QFleet \(G/C2/DPW/DDG/QF/\)](#)
 - [QFleet Sponsorship \(G/C2/DPW/DDG/QF/SPONSOR\)](#)
 - [QFleet VHS \(G/C2/DPW/DDG/QF/HIRESERV\)](#)
 - [QFleet VHS \(G/C2/DPW/DDG/QF/HIS\)](#)
 - [QFleet Stock \(G/C2/DPW/DDG/QF/STOCK\)](#)
 - [SES Access Only \(G/C2/DPW/DDG/QF/SES\)](#)

- Click the Grey button at the top of the screen. You will be returned to the "Calculation Criteria" screen where your selected entity will now be displayed in the "Entity" box.
- Select the "FBT Month" from the drop down box, which represents the end of the period for which you wish to run calculations for. BETASphere will consolidate and run calculations for all data for the selected Entity up to the end of the month/year selected.

BETA Sphere FBT

Main Search Entity Calc's Add new Vehicle

Entity Calculations

Calculation Criteria

Entity: G/C2/DPW/DDG/QF/HIRESERV FBT Month: Mar 2009

Schedule Calculation

Existing scheduled calculations

Entity	Month	Requested By	Requested On	Status	Total	Process
G/C2/DPW/DDG/QF/HIRESERV	Mar	Ellen Kear	26/08/2009	ACTIVE	367	6

- Click the "Schedule Calculation" button. A yellow bar appears at the top with the message, "Bulk calculation scheduled".

Existing scheduled calculations will be listed on the screen with their "Status" indicated, as shown below.

BETA Sphere FBT

Main Search Entity Calc's Add new Vehicle

Bulk calculation scheduled.

Entity Calculations

Calculation Criteria

Entity: G/C2/DPW/DDG/QF/HIRESERV FBT Month: Mar 2009

Schedule Calculation

Existing scheduled calculations

Entity	Month	Requested By	Requested On	Status	Total	Process
G/C2/DPW/DDG/QF/HIRESERV	Mar	Ellen Kear	26/08/2009	SCHEDULED	367	0

Once the calculations are complete, consolidated entity reports may be extracted from the Reporting module.



If any changes are made to any data processed in the system after the Entity Calculations are run, you must re run the Entity Calculations to capture the updated data in the reports.

5. Reporting Tab

- From the menu on the top, right of the screen, select the "Reporting" tab.

The screenshot shows the 'Main Search' interface of the BetaSphere FBT Lite application. At the top, there is a navigation bar with the 'Reporting' tab selected. Below this, the 'Main Search' section contains a 'Search Criteria' form with fields for Entity, Asset, Rego, Agreement, Reference, Current, Year Ending, and Held As. The 'Current' field is set to 'Any', 'Year Ending' is set to 'Any', and 'Held As' is set to 'Any'. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Search Results' section.

- The following screen will appear. For each report, there is a tab on the left hand side of the screen. The reports available are based on the tabs found across the top of the individual vehicle screens (via Main Search) and will output data for all fields that are used in the associated tab.

The screenshot shows the 'Reporting' interface of the BetaSphere FBT Lite application. On the left, there is a 'Reporting' tab with a list of reports under the 'Vehicle Details' section. The reports listed are: Vehicle Expenses, Vehicle Operating Costs, Vehicle NIBA, Employee Contributions, Full Log, Private Log, Calc Parameters, Calc Results - Car, Calc Results - Car (Owned), Calc Results - Car (Leased), Calc Results - Car (Consolidated), Calc Results - Driver, and Calc Results - Driver (Consolidated). The main area displays the 'Vehicle Details Report' form, which includes search criteria fields for Entity, Asset, Rego, Agreement, Reference, Cost Centre, Year Ending, and Held As. The 'Year Ending' field is set to 'Any' and 'Held As' is set to 'Any'. There are 'Search' and 'Clear' buttons.

- Select the appropriate tab for the report you would like to run. Further detail of the purpose of each report is provided on page 28.

Use the "Search Criteria" fields available under each reporting tab to select your Entity and any other appropriate data requirements e.g. period start and end.

- Click the "Search" button to run your chosen report.

Further explanation on some reports

Private Log Report

To obtain a report or print-out of the log entries made in the private log screen, select the “Private Log” report by clicking on it.

The screenshot shows the BetaSphere FBT interface with the 'Private Log' report selected. The search criteria form includes fields for Entity, Asset, Rego, Period begin, and Period end. The Entity field is populated with 'G/C5/HLTH/CORPOFFICE'. The Period begin is '01/04/2009' and Period end is '30/06/2009'. There are 'Search' and 'Clear' buttons.

- You can run this report for the whole entity or for a particular vehicle.
Select the entity and specify the period that you wish to list the log entries. Or to list the log entries for a vehicle, type the rego number only and the period range. Hit “search”.
- The log entries processed will be displayed on the screen. (See below)

The screenshot shows the results of the Private Log Report. The table displays log entry details for various vehicles. The columns include Entity, Cost Centre, Driver, Asset, Registration, Date Start, Odo Start, Date End, Odo End, Bus. Days, Bus. Km, Private Days, Private Km, Locked?, Entry Date, Entry Time, User, Error Warnings, and Notes.

Entity	Cost Centre	Driver	Asset	Registration	Date Start	Odo Start	Date End	Odo End	Bus. Days	Bus. Km	Private Days	Private Km	Locked?	Entry Date	Entry Time	User	Error Warnings	Notes
QFleet VHS			392823	223GGE	01/04/2008	50000	31/03/2009	70000	315	20000	50	0	N	11/02/2009	10:10	balakumars		
		D COX (1259392)								50	0			11/02/2009	10:10	balakumars		
QFleet VHS			370021	QGAG80	01/01/2008	52078	31/01/2009	52394	31	316	0	0	N	16/05/2008	09:33	shipwayb		
QFleet VHS			370021	QGAG80	01/04/2008	54120	30/04/2008	54855	30	735	0	0	N	15/07/2008	11:59	shipwayb	* Warning: Log entry missing for Odo 52394 - 54120 *	
QFleet VHS			370021	QGAG80	01/05/2008	54855	31/05/2008	55293	31	438	0	0	N	23/06/2008	11:01	shipwayb	Warning: Log entry missing for the period from 31/01/2008 to 01/04/2008	

- The report will display the log entry details processed, entry date and time, the user name. Also the error/warnings column will provides you with any missing KMs or missing dates in log entries processed. This column will assist you in rectifying errors in log entries processed.
Note: Any missing KMs will default to “Private” in the system for calculation of business%.
- To export the report results to an Excel worksheet, click on “[Export this report](#)”.

Calculation Parameter Report

This report provides all the calculation parameters set for each vehicle for a particular FBT year. To run this report, select "Calculation Parameters" tab under Reporting.

The screenshot shows the 'Calculation Parameters Report' search criteria form. It includes fields for Entity (G/C2/DPW/DDG/QF/HIRESERV), Asset, Rego, Year Ending (2010), FBT Exempt (All), Allocation Method (All), Calculation Method (All), Override calc. business % (All), and 12 Week Logbook (All). There are 'Search' and 'Clear' buttons.

- You can run this report for the whole entity or for a particular vehicle.
Select the "entity" and "Year Ending" that you wish to run the report. Or to see the details for a vehicle, type the rego number only and select the FBT year. Hit "search".
- The report details will display on the screen. (see below). If a vehicle is not listed in this report for the specified FBT year, this implies no calculation parameter has been set for the vehicle. You will then need to set the parameters using the Calculation Parameter tab under main search.

The screenshot shows the 'Calculation Parameters Report' results table. It displays a list of vehicles with their calculation parameters for the FBT year 2010. The table includes columns for Entity, Cost Centre Code, Cost Centre Name, Business Group, Asset Number, Registration, Make, Model, Kerb Weight (kg), Seating Capacity, Lease Start Date, Lease End Date, Odo Start Date, Odo Start Reading, Odo End Date, Odo End Reading, FBT Year Ending, FBT Exempt, Allocation Method, Calculation Method, and Business Group.

Entity	Cost Centre Code	Cost Centre Name	Business Group	Asset Number	Registration	Make	Model	Kerb Weight (kg)	Seating Capacity	Lease Start Date	Lease End Date	Odo Start Date	Odo Start Reading	Odo End Date	Odo End Reading	FBT Year Ending	FBT Exempt	Allocation Method	Calculation Method	Business Group
Govt		QFleet VHS		445363	374KOL	HOLDEN	EPICA CDX	0	5	30/07/2008	29/07/2011	01/04/2009	19452	31/08/2009	24692	31 March 2010	N	KM	CHEAPEST	N
Govt		QFleet VHS		426566	373KAM	FORD	FALCON XT BF Mk2	0	5	06/07/2007	05/07/2010	01/04/2009	5650	30/04/2009	5950	31 March 2010	N	KM	CHEAPEST	N
Govt		QFleet VHS		445606	037LFL	HOLDEN	EPICA CDX	0	5	01/08/2008	31/07/2011	01/04/2009	15200	30/06/2009	17250	31 March 2010	N	KM	CHEAPEST	N

- This report can also be used to monitor the last log entries and financials processed for the vehicle. By comparing the last entry processed for the vehicles with the lease start date/lease end dates you can determine if the odo readings are up to date in the system. If the odo start date and odo end date columns are blank, this means no log entries have been processed for the vehicle for the FBT year specified.

Calculation Results – Car (Owned) Report

Once the “Entity Calculations” are completed, one of the main reports that you will need to run is the Calculation Results – Car (Owned) Report.

This report displays the calculations of all sub holdings per vehicle for an entity. This report also outputs every field at sub entity level per vehicle level that is used in the calculation of vehicle FBT liabilities.

- Select the entity and FBT year ending (for example 2012) and FBT Month (for example Mar 2012). To run the final report for the whole FBT year you will need to choose FBT year and FBT Month as “Mar 2012”.

The screenshot shows the BetaSphere FBT application interface. At the top, there's a navigation bar with buttons: Main Search, Entity Calcs, Add new Vehicle, and Rep. Below this is a sub-navigation bar with tabs: Vehicle Details, Vehicle Expenses, Employee Contributions, Full Log, Private Log, Calculation Parameters, Calculation Results - Car, Calculation Results - Car (Consolidated), Calculation Results - Driver, and Calculation Results - Driver (Consolidated). The 'Calculation Results - Car (Consolidated)' tab is selected. The main content area is titled 'Calculation Results Report - Car (Consolidated)'. It contains a search criteria section with fields for Entity (G/C2/DPW/DDG/QF/HIRESERV), Asset, Rego, Year Ending (2010), and FBT Month (Mar 2010). There are 'Search' and 'Clear' buttons at the bottom of the search criteria section.

- Once the report is displayed on the screen, this report can be exported to excel by clicking on “export this report”.

Note: If Entity Calculations are not performed for the selected entity and FBT year, this report will not display any results.

Calculation Results – Driver (Consolidated) Report

This is the next main report you will need to run to display individual drivers' private usage per vehicle.

This report consolidates the private usage calculations per driver per vehicle. If there were more than one agreement for a vehicle, calculations will be consolidated per driver per vehicle. The report outputs all fields **at a driver level**.

The screenshot shows the BetaSphere FBT application interface. At the top, there's a navigation bar with buttons: Main Search, Entity Calcs, Add new Vehicle, and Rep. Below this is a sub-navigation bar with tabs: Vehicle Details, Vehicle Expenses, Employee Contributions, Full Log, Private Log, Calculation Parameters, Calculation Results - Car, Calculation Results - Car (Consolidated), Calculation Results - Driver, and Calculation Results - Driver (Consolidated). The 'Calculation Results - Driver (Consolidated)' tab is selected. The main content area is titled 'Calculation Results Report - Driver (Consolidated)'. It contains a search criteria section with fields for Entity (G/C2/DPW/DDG/QF/HIRESERV), Asset, Rego, Employee No., Year Ending (2010), and FBT Month (Mar 2010). There are 'Search' and 'Clear' buttons at the bottom of the search criteria section.

<i>Report Name</i>	<i>Description</i>
Vehicle Details Report	Report of vehicle details, including base value and lease dates. In the search criteria if "Current" is selected as "YES", report will list all the vehicles active during the current FBT year.
Vehicle Expenses Report	Report of all running expenses incurred against vehicles such as maintenance expenses, fuel costs, registration expenses, insurance or other expenses for a specific period range.
Employee Contributions Report	Report of any employee contributions processed against vehicle FBT liabilities for a specific period range.
Full Log Report	Yet to be utilised by the system.
Private Log Report	Report of all private log entries. Error/Warnings column will identify any missing KMs or dates in log entries processed.
Calculation Parameters Report	Report of all calculation parameters and displays the last date of odo reading processed in the system for vehicles.
Calculation Results – Car (Owned)	Report of all car calculations results used in the calculation of vehicle FBT liabilities, aggregated to the vehicle level. The report provides calculations per sub holding per vehicle for an entity.
Calculation Results – Driver (Consolidated)	Report of all driver calculation results aggregated to the vehicle/employee level. The report consolidates the private usage calculations per driver per vehicle.

6. FBT Year End Checklist

The following checklist is provided to assist you in the preparation of your year-end calculations. This list is not intended to replace your internal quality procedures, but to supplement them. As always, neither systems nor checklists are suitable substitutes for professional advice, and we always recommend that you seek the advice of suitably qualified professionals if you have any doubts or questions.

You may wish to print copies of this check-list and have it signed and dated and added to your official workpapers when completed.

Action Item	Work Instruction	Sign and date when completed
Step 1: Ensure that all vehicles are accounted for in preparation for the FBT year end return process.	Run the "Vehicle Details" report for the FBT year as a reference guide to account for all vehicles active during that year.	
Step 1: Ensure that all vehicles have their FBT status correctly set for the FBT year end being calculated. Refer to section "3.8 Calculation Parameters" for more details. The parameters set will have significant impact on the final FBT calculations performed by the system.	- Run the report [Calculation Parameters] and check that all calculation parameters have been correctly set for the required FBT year. In particular, check: - field [FBT Exempt], as calculations will not be produced for any vehicles that have been marked as exempt; - field [Calculation Method] and ensure that you have captured enough data for the calculation method selected; - field [Allocation Method] and ensure that have captured the required data for the allocation method selected. - field [12-week Logbook End Date] to ensure that the 12-week logbook is still valid.	
Step 2: Ensure that all vehicles have their log entries recorded up to the earlier of the end of the FBT year or the date on which the vehicle was no longer in the possession of the entity	- Run the "Private Log" report and check the log entries processed. Compare this with either the last day of the FBT year (where the vehicle was held up to the end of the FBT year) or the lease end date (which shows the date up to which the vehicle was held by the entity). - Lease dates can be extracted from the "Vehicle Details" report.	
Step 3: Ensure that all vehicles have their financials (expenses) entries recorded up to the earlier of the end of the FBT year of the date on which the vehicle was no longer in the possession of the entity	Run the "Vehicle Expenses" report and reconcile with your own finance systems and other financial records.	

Action Item	Work Instruction	Sign and date when completed
Step 4: Ensure that employee contributions (if any) are recorded against the vehicles for the appropriate period.	Run the "Employee Contributions" report to ensure that all contributions are recorded correctly by reconciling with your ledger transactions.	
Step 4: Lock all vehicles and transactions down to prevent further changes	Before running end of year calculations, it is good practice to "lock" all data to ensure no further changes will occur. Contact your corporate taxation unit to request a bulk lock down of all of your entity's data for the current FBT year.	
Step 5: Run final calculations Refer to section "4. Entity Calculations" for more details on running Calculations.	Run the "Entity Calculations" function on the main search screen to calculate many vehicles simultaneously.	
Step 6: Generate reports	- Run the Calculation Results – Car (Owned) and Driver (Consolidated) reports and review. - Check those vehicles that are held by more than one sub-entity in the FBT year and are calculated using the cheapest method. Ensure that the results of the two sub-entities have the same calculation method. If not, this must be resolved as described under section 3.8. Calculation parameters. (might not be relevant to Simplifier users) - Check those vehicles that are held by more than one sub-entity in the FBT year to ensure that the allocation methodology chosen can be applied by both sub-entities. More details are available under section 3.8. - Do a random check (if required) to ensure that the full amount of the liability as shown in the Car Consolidated report is allocated out to the drivers as detailed in the Driver Consolidated report. - Perform any other checks that you may feel to be reasonable.	

For assistance or further information

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